

MEETING MINUTES
Olean Public Library Board of Trustees
May 15, 2024
5:30 P.M. – Conference Room

The mission of the Olean Public Library is to assist all people with their educational, informational and recreational needs.

Call to Order by Board President Lanna Waterman at 5:30 p.m. In attendance were trustees Copella, J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Assistant Director K. Mahar, Treasurer Wetherell, and Director La Voie.

1. Waive the reading of the minutes of the previous meetings and approve as mailed.
2. Voice of the Public/Correspondence: None
3. Approval of Warrant Sheets for April 17—May 15:
#950 Operating Fund: \$96,559.78
#324 Capital Fund: \$2,287.50

Discussion:

- Teen Room items were paid from a special fund. The Ellman Electric bill was for installing outlets in the Teen Room. LED lights were also installed in the boiler room.
- The Friends paid for a display stand.
- Profit/loss did not change much from last month. Because of turnover, expenses are lower than budgeted.

4. Review of Financial Statements

Discussion:

- Everything tied back to the audit report.

MOTION (Tenglund, McElfresh): To approve agenda items 1, 3, and 4. The motion carried unanimously.

5. Director's Report

2024 Trustee Election/2025 Budget Vote

- The vote on the tax increase was successful, with 83 votes in favor and 26 opposed (a 76 percent approval rating, which is good). There were 70 ballots cast in person, while 37 absentee ballots were mailed in. We received far more yes votes from the in-person voters than those who submitted absentee ballots (91 percent versus 46 percent). La Voie has notified the school district of the new levy amount.
- Trustee Gretchen Copella was elected to a 5-year term, which begins on July 1st. She received 95 votes. There were 4 write-in candidates, each receiving 1 vote. Ten voters did not vote for trustee.

NYS Budget

- For FY2024-25, state Operating Aid for Libraries increased \$4.252M from FY-2023-24 to \$103.852M. Construction Aid increased by \$10M to \$44M (CCLS will have \$1,031,857 to distribute to member library projects). NOVELny, a comprehensive set of databases available to all NYS libraries free of charge, was fully funded thanks primarily to the efforts of NYSED's advocacy (NOVEL is very important to K-12 school libraries, although it is an important resource to academic, public, and special libraries as well), The Love Your Library Fund (funded through special license plates) will have \$100,000 distributed to library systems across the state. A new allocation is the Dolly Parton Imagination Library, which has \$500,000 in competitive grants available to NYS libraries.

HVAC Problems

- When the temperatures rose this spring and we started running the AC, we noticed the building was not cooling as it should be. In the pre-inspection Mazza did in December, they found one stage was flat in one of the old units (RSZ1); the quoted cost to repair that was \$5,442, which we planned to do this spring. When they came to troubleshoot the problem on May 2nd, they found 2 stages were flat in RMZ1, which is the other old unit and also the largest of the 4 (it is essentially two units in one). We asked if this would be covered by our agreement, but they said it would not be. Refrigerant is not covered in the agreement, and retrofitting the unit to use contemporary refrigerant is also not covered. The problem (leak) occurred after the pre-inspection when the unit was not running.
- From a review of the documentation left by the former maintenance contractor who did the repairs last year, it appeared that mistakes with their repairs caused this leak.
- Options are being considered, including using portable AC units temporarily.

April Gifts/Donations [Action Item]

- **MOTION (Copella, Tenglund):** To accept, with gratitude, the following donations to the library:
 - A donation of \$50 from Elaine Kwiatkowski, which was undesignated.
 - A \$100 in memorial donations for John Martello.

Staff Development Day 2024

- Staff development day will be Friday, September 13th. It is a full day of training for staff, including the mandatory annual sexual harassment prevention training.
- The Board will provide lunch.

Friends of the Library

- At their May meeting, the Friends approved the annual \$1,500 donation to help support the Summer Reading Program. The money is used to pay for presenters for children's programs in July and August. They also agreed to cover the cost of flowers and soil for the outside planters, up to \$200. Lanna has volunteered to do the planting.
- The annual Bookmark Awards Ceremonies took place on Saturday, May 4th, with one ceremony at 11 am and the other at 1 pm. The morning event celebrated winners from the Olean school district, and the afternoon event celebrated winners from the Portville and Allegany-Limestone districts. Attendance is always good at this event, as the contest is beloved by area students and their families; however, the Friends feel that holding the ceremonies in May has negatively affected attendance due to conflicting with spring sports and other activities. They are planning to move the ceremonies to early April when there are fewer conflicts for families.

6. Committee Reports

CCLS Board meeting

- Overall, everything is going well. They are working on an audit review currently and starting the director evaluation. They also approved the annual report.
- The Prendergast library is improving office cameras and putting in a new elevator.
- There is a new conflict of interest and whistleblower policy.

7. New Business

Meeting with Noah Nadelson of Munistat

- **MOTION (McElfresh, Shumway):** To enter executive session at 5:33 pm to discuss financing. The motion carried unanimously.
- **MOTION (Copella, Shumway):** to leave executive session at 6:59 pm. The motion carried unanimously.

Slate of Officers and Treasurer

- **MOTION (Tenglund, Copella):** To appoint Lanna Waterman to present a slate of officers at the June 19, 2024, reorganization meeting of the Olean Public Library Board of Trustees. The motion carried unanimously.
- **MOTION (Tenglund, McElfresh):** To appoint Diane Wetherell as Treasurer for 2024-25 at the June 19, 2024, meeting of the Olean Public Library Board of Trustees, whose term will begin on July 1, 2024. The motion carried unanimously.

Employee Handbook – Jury Duty policy update [Action Item]

- One of our employees was called for jury duty and the question came up about payment policies. Employers are encouraged but not required to pay their full days' pay. It seemed unfair to not pay part-time employees when they had to miss work for jury duty.
- **MOTION (Tenglund, J. Mahar):** To change the Jury Duty Policy to stipulate that all employees will be paid for their time off for jury duty. The motion passed unanimously.

MOTION TO ADJOURN (McElfresh, Shumway): To adjourn at 7:25 p.m. The motion carried unanimously.

Respectfully submitted,
Ann M. Tenglund